



Global Governance & Legal Operations Manager

Job Information

Recruiter

SPOTTED K.K.

Job ID

1593282

Industry

Internet, Web Services

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 11 million yen

Refreshed

May 26th, 2026 06:53

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

About the Company

A Tokyo-listed technology company operating in the digital services space across the Asia-Pacific region. The business provides SaaS-based solutions to a large and growing base of commercial clients and has been actively expanding its international footprint through both organic growth and M&A activity. The company is currently investing in the modernization of its corporate functions, including the adoption of AI-driven tools across governance, legal, and administrative operations.

Position Summary

This is a hands-on operational and governance role within the corporate headquarters function, reporting into senior finance and administration leadership. The successful candidate will take ownership of global internal controls, legal operations support, entity management, and cross-border coordination. The role requires both technical knowledge and practical execution capability, and operates across Finance, HR, and Corporate Planning on a regular basis.

Why This Role Matters

As the company scales internationally, the need for structured governance across multiple jurisdictions has become a strategic priority. This role sits at the center of that effort — connecting headquarters operations with overseas entities and ensuring that internal controls, legal processes, and compliance frameworks are applied consistently and effectively. The position carries real visibility at the senior leadership level and offers direct involvement in cross-border projects that are shaping how the company operates globally. For a candidate with strong legal and governance instincts, this is a meaningful opportunity to build and influence — not just maintain.

Key Responsibilities

Global Governance & Internal Controls

- Lead the operational execution of internal control frameworks across overseas subsidiaries, including compliance with J-SOX requirements at the group level
- Liaise with external auditors and legal advisors to continuously strengthen governance practices
- Monitor compliance and operational reporting across international entities and consolidate findings for HQ review
- Adapt and localize headquarters policies to ensure effective implementation across different markets and regulatory environments

Legal & Contract Operations

- Support contract review and drafting processes, leveraging AI-assisted legal tools to improve accuracy and efficiency
- Identify legal and operational risks in contracts and business activities, and escalate findings through appropriate channels
- Work with internal teams to develop and implement risk mitigation measures
- Coordinate with external legal counsel, both in Japan and overseas, on ongoing matters

Overseas Entity Management

- Support the establishment, restructuring, and registration of entities in foreign jurisdictions
- Manage formal English-language communication with overseas subsidiaries, external partners, and investors
- Prepare and oversee documentation related to global corporate operations
- Serve as a coordination point between headquarters and international offices on administrative and operational matters

Senior Leadership Project Support

- Execute high-priority cross-functional projects sponsored directly by C-suite leadership
- Coordinate across internal departments to drive execution of strategic corporate initiatives
- Support the adoption of AI and digital tools within governance and compliance workflows
- Take ownership of non-routine, complex corporate tasks requiring legal and cross-border expertise

Required Skills

Requirements

- Bachelor's degree (domestic or overseas institution)
- Business-level English, both written and spoken — this is a firm requirement for the role
- Solid understanding of corporate law, compliance, or governance principles
- At least 5 years of experience in corporate legal, compliance, or general corporate affairs
- Practical experience using AI tools, legal tech platforms, or digitalized workflow environments
- Strong IT literacy and comfort with evolving digital processes

Preferred

- Hands-on experience with J-SOX or equivalent internal control systems, preferably in a multinational context
- Background in overseas entity management — including incorporation or liquidation processes
- Exposure to investor relations work or preparation of formal English-language corporate documentation
- Law degree, paralegal qualification, or legal operations background

Ideal Candidate

This role will suit someone who is genuinely interested in global governance and legal operations and who is comfortable navigating ambiguous, cross-border corporate situations without a heavily prescribed playbook. The right person is proactive, takes ownership of their responsibilities, and brings a high level of professional integrity to everything they do. An interest in using technology — particularly AI tools — to improve how legal and governance functions operate will be a real advantage in this environment. Strong collaboration skills and the ability to work effectively across diverse internal teams are essential.

Applications from candidates currently based in Japan are preferred. Japanese language skills are a plus but not mandatory for this role.

Company Description